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Employee Handbook



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The PUBLIC SERVICE CAREER PROJECT is responsible for the publication and distribution of this handbook. The many contributions made by personnel of all State agencies is acknowledged and appreciated. Their assistance has greatly enhanced the handbook's value. The responsibility for any omissions or errors is the sole responsibility of the Department of Administration.

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As employees of the State of Montana, our basic duty is to serve the interests of the people of Montana in the most efficient, economical and courteous manner possible. Understanding our rights, privileges, and responsibilities will help each of us to improve the quality of our performance.

This handbook has been prepared for all state employees to answer some of the most frequently asked questions about employment in state government. I urge you to read this handbook thoroughly and keep it as a convenient reference. The details of your particular work assignment and responsibilities will be explained by your supervisor.

I hope you have an interesting and rewarding career in Montana State service.

A handwritten signature in cursive script that reads "Thomas L. Judge". The signature is written in dark ink and is positioned to the left of the printed name.

THOMAS L. JUDGE
Governor



INTRODUCTION

This handbook has been written to acquaint you with the basic personnel rules and regulations presently in effect within state government. At this date many personnel policies that directly affect you as an employee are being formulated or revised. For instance, a uniform classification and pay plan is being developed and collective bargaining procedures are being established. It is advisable to discuss with your immediate supervisor, with your department's personnel officer, or with the Personnel Division of the Department of Administration any specific questions that may arise in the area of personnel administration.

This handbook contains information designed to answer the basic questions concerning individual job responsibilities and the responsibilities of state government as a whole. Although only the basic information about employment in state government is presented, this handbook should supply answers to most of the questions you might have. If you are interested in specific details, reference has been made, where appropriate, to the Revised Codes of Montana (R.C.M.). Copies of the R.C.M. can be found in most State offices, and should be available to all employees.

THE TREASURE STATE

Montana was purchased from France as part of the Louisiana Purchase in 1803. In 1805-06 Lewis and Clark explored the area to assess the value of the new acquisition. Montana's first trading post was built in 1807 to accommodate the fur trappers in the area. St. Mary's Mission, the first permanent white settlement, was founded in 1841, and still stands today. The discovery of gold led to an influx of prospectors and other settlers dreaming of riches. Rich strikes were made at Bannack in 1862, with later strikes in Virginia City and Helena. Montana became a territory in 1864 and the 41st state in 1889.

The first citizens of Montana were the Plains Indians who inhabited the region until the white man began moving west. This westward expansion continually diminished Indian lands and hunting grounds, forcing the Indians to migrate. The discovery of gold, the slaughter of the buffalo, and the continued pressure from the white man forced the Indians to fight for their lives. The Indians' fight culminated with Custer's Last Stand on the Little Big Horn in 1876 and the surrender of Chief Joseph at the Battle of the Bear's Paw a year later.

The word "Montana" is derived from "montaña", the Spanish word for mountains. Montana, the nation's fourth largest state geographically, averages 550 miles in length and 275 miles in width. The Continental Divide runs north and south through the western section. The highest elevation in the state is Granite Peak (12,799 feet); the lowest elevation is on the Kootenai River at the Idaho line (1,820 feet).



MONTANA GOVERNMENT

According to the Montana State Constitution, ratified by the people of Montana on June 6, 1972, the "power of the government of the state," is divided into three distinct branches: Legislative, Executive, and Judicial. The laws governing the state are enacted by the Legislative; implemented by the Executive; and monitored by the Judicial Branch of state government.

Legislative Branch

The Legislature, which meets in regular session once a year for not more than sixty days, is composed of two bodies: the House of Representatives, with 100 members elected for two year terms; and the Senate, with 50 members elected for four year terms. One half of the Senators are elected every two years.

The Legislature is assisted by the Legislative Council, Legislative Auditor, Environmental Quality Council, and various interim committees. The Legislature enacts the laws that govern the State. Laws so enacted must be approved by the Governor. The Legislature may override the Governor's veto by a two-thirds vote of both houses.

Executive Branch

The agencies of the Executive Branch are headed by the Governor, Lieutenant Governor, Secretary of State, Attorney General, Superintendent of Public Instruction, State Auditor and the Public Service Regulation Commission. Each officer is elected to office for a term of four years. The five members of the Public Service Regulation Commission are elected by districts for staggered terms of four years each. Following is a brief description of the responsibility of each elected official.

Governor The executive power is vested in the governor who sees that all state laws are faithfully executed. The governor supervises eighteen departments that execute this function. A summary of the purposes of each of these departments is included in the section titled "Organization of the Executive Branch". Offices directly attached to the Governor's Office include: Addictive Diseases Unit, Citizen's Advocate, Budget and Program Planning, Manpower Planning Council, Physical Fitness Council, Mansion Maintenance Program, and Local Government Studies.

Lieutenant Governor The lieutenant governor performs the duties provided by law and those delegated to him by the governor. If the office of the governor becomes vacant by reason of death, resignation, or disqualification, the lieutenant governor becomes governor.



Secretary of State The major duty of the Secretary of State is to establish and preserve both private and official records of the State of Montana. These records include the record of official executive acts; corporate records; uniform commercial code filings; certain bonds, deeds and mortgages. Other duties include the compilation and updating of the Montana Administrative Procedure Code; directing county elections; and cooperating with the Legislature regarding statutory duties before, during, and after each session.

Attorney General The Attorney General, the legal officer of the State, supervises the Department of Justice. The purpose of the Department of Justice is to protect the citizens of the State through enforcement of civil and criminal laws and through programs designed to provide public safety. Its functions include the provision of legal services for the representation of state agencies; criminal identification and investigation; operation of the law enforcement teletypewriter communications systems; supervision of the Law Enforcement Academy; adoption and enforcement of fire safety codes, building codes, and the electrical code; performance of electrical inspections; registration of motor vehicles; issuance of driver's licenses; enforcement of motor vehicle laws; and technical and financial assistance to law enforcement agencies.

Superintendent of Public Instruction The major responsibilities of the Superintendent of Public Instruction are to provide general supervision of the public elementary, and secondary schools and to maintain records pertaining to the State's schools. In addition, the office administers federal educational programs and extends service assistance and leadership to improve the State's educational system in such areas as basic skills, vocational and occupational skills, financial and statistical assistance to support the school program and educational research, planning, development, and evaluation.

State Auditor The State Auditor's responsibility is to superintend the fiscal operations of the State and recommend fiscal management practices as required. The State Auditor is responsible for maintaining an accountability between the State and the State Treasurer; issuing and accounting for warrants; and providing central payroll services for all state agencies. The State Auditor is ex officio commissioner of insurance and the investment commissioner. In this capacity the State Auditor provides the consumer with insurance or investments counseling; collects insurance tax premiums; and licenses insurance agents, investment salesmen, broker-dealers and investment advisers.

Public Service Regulation Commission The purpose of the Department of Public Service Regulation is the assurance to the public of safe and dependable public transportation and utility services at reasonable rates. The functions of the Department are the regulation, rate-setting, and safety inspection of railroads, motor carriers, public utilities, and pipelines.



The judicial power of the State is vested in the Supreme Court, District Courts, Justice Courts and such other courts as may be provided by law. The Supreme Court consists of one chief justice and four associate justices elected by popular vote for an eight year term.

The judges of the eighteen District Courts in Montana are elected for six year terms. Each county elects at least one justice of the peace for a term of four years.

ORGANIZATION OF THE EXECUTIVE BRANCH

On March 10, 1971, the Executive Reorganization Act was signed into law by the Governor. This legislation provided the legal basis for reorganizing the executive branch of state government.

The act declares that all executive and administrative offices, boards, bureaus, commissions, agencies, and instrumentalities except for the Office of the Governor, Lieutenant Governor, Secretary of State, Attorney General, Superintendent of Public Instruction, and Auditor, shall be allocated among not more than twenty principal departments.

Reorganization changed the structure of the executive branch and created definite lines of authority. New job titles and areas of responsibility were created. Outlined below are the new titles and an overview of the lines of authority.

Director A department director is appointed by the governor and is responsible for the overall operation of a department. The director may be assisted in this capacity by an assistant or deputy director.

Administrator A department may be comprised of divisions, each headed by an administrator. The administrator is responsible to the department director.

Chief A division may be comprised of bureaus, each headed by a bureau chief. The bureau chief is responsible to the division administrator.

Supervisor A bureau may be comprised of sections, each headed by a section supervisor. The supervisor is directly responsible to the bureau chief.

To provide the reader with additional information on executive reorganization, the seventeen executive agencies under the direction of the Governor are described in the following pages.



DEPARTMENT OF ADMINISTRATION The purpose of the Department of Administration is to centralize and consolidate the general administrative, management, and fiscal functions of state government. The major functions of the department are accounting; purchasing; data processing; communications; management systems; personnel; general services; architecture and engineering; administration of a merit system for certain federally funded state agencies; administration of state sponsored retirement programs and Social Security coverage, and the investment of state funds.

DEPARTMENT OF AGRICULTURE The purpose of the Department of Agriculture is the promotion of the agricultural industry and the enforcement of agricultural-oriented laws to protect farmers and consumers. The principal functions of the Department are enforcement of grain laws; maintenance of comprehensive agricultural statistics; regulation of commercial feeds and fertilizers; agricultural marketing and transportation coordination; grain inspection and grading; horticultural inspection and quarantine service; wheat research and marketing; pesticide regulation; enforcement of apiary laws; specialized rural development programs; and administration of state crop hail insurance.

DEPARTMENT OF BUSINESS REGULATION The purpose of the Department of Business Regulation is the enforcement and administration of state laws which regulate certain industries and businesses in the state. In addition, the Department directs the operations of the Consumer Affairs Division which is sensitive to consumer problems. The primary functions of the Department are regulation of banks, building and loan associations, credit unions, and consumer loan companies; regulation of weights and measures; packaging and labeling regulation; petroleum testing and regulation of petroleum pumps and meters; enforcement of the Unfair Practices Act and regulations of fluid milk product marketing.

STATE BOARD OF EDUCATION The purpose of the State Board of Education is the supervision of state educational and cultural programs. Attached to the Department of Education are the office of the Commissioner of Higher Education, the School for the Deaf and Blind, the Montana Historical Society, the Montana State Library, the Montana Arts Council, The Advisory Council for Vocational Education, Educational Broadcasting Commission, and the six units of the university system.



DEPARTMENT OF FISH AND GAME The purpose of the Department of Fish and Game is the conservation and management of wildlife and the preservation of state parks and recreational areas to benefit the people of Montana and visitors, creating optimum outdoor recreational opportunities that emphasize the tangible and intangible values of wildlife, the natural and cultural resources of aesthetic, scenic, historic and archeological significance in a manner consistent with the capabilities and requirements of the resources, recognizing present and future human needs and desires and ensuring maintenance and enhancement of the quality of the environment. The functions of the Department are the issuance of fishing, hunting and related licenses; enforcement of fishing and hunting laws and regulations; construction and maintenance of state parks and recreational areas; and the production, management, and protection of wildlife.

DEPARTMENT OF HEALTH AND ENVIRONMENTAL SCIENCES The purpose of this Department is to protect the health of the citizens of the state and provide health care services throughout the state. The Department performs functions in the following areas: air and water quality control; environmental sanitation; maternal and child health services; dental health; disease control; nutrition; health education; comprehensive health planning; hospital and medical facilities; laboratories, nursing, records and statistics; local health services; and services to reach persons dependent on alcohol or drugs.

DEPARTMENT OF HIGHWAYS The purpose of the Department of Highways is to provide and maintain an adequate system of highways in the state. Its functions are highway planning and design; highway construction; highway maintenance and certain special functions, such as regulation of gross vehicle weights on the state highways; management of the state motor pool; regulation of proportional registration and taxation of interstate carriers; and the promotion of the tourist industry in the state.

DEPARTMENT OF INSTITUTIONS The purpose of the Department of Institutions is to provide institutional care to persons in the state requiring such care. The functions of the Department are the administration of eleven institutions (Galen State Hospital, Center for the Aged, Montana Children's Center, Mountain View School, Pine Hills School, Boulder River School and Hospital, Warm Springs State Hospital, Montana State Prison, Montana Veterans' Home, Swan River Youth Forest Camp, and Eastmont Training Center); collection of reimbursements owing to the state for the cost of institutionalized care from various sources; and administration of the probation and parole system, Board of Pardons, Regional Mental Health Centers and Mental Health Clinics.



DEPARTMENT OF INTERGOVERNMENTAL RELATIONS The purpose of the Department of Intergovernmental Relations is to act as a conduit for the receipt of federal funds and to function in an official liaison capacity in relations with the federal government and local governments. The functions of the Department involve planning and economic development aimed primarily at local units of government; highway traffic safety planning; coordination of federal, state, and local programs designed to alleviate poverty; coordination of programs directed at the Indian population; regulation and promotion of aeronautics; and regulation of accounting, budgeting, printing, and general fiscal control methods of the state's political subdivisions.

DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION The purpose of the Department of Natural Resources and Conservation is to preserve or conserve the natural resources of the state, except for fish and game and land disturbed by mining operations. The functions of the Department are to coordinate the development and use of water resources; develop, protect, and conserve forests on private and state land; provide for the conservation of soil and soil resources; promote efficient range management and preservation; and ensure that the state's oil and gas resources are conserved.

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL LICENSING The purpose of the Department of Professional and Occupational Licensing is to centralize the administrative operation of the twenty-six professional and occupational licensing boards. The functions of the Department, which are carried out in conjunction with the boards, include promulgation and enforcement of rules and regulations; setting of qualifications and subsequent examination and licensing of applicants; collection of fees; and general supervision of the various professions and occupations.

DEPARTMENT OF LABOR AND INDUSTRY The purpose of the Department of Labor and Industry is to protect and provide for the economic and physical welfare of the present or potential wage earners. The functions of the Department are to administer the unemployment insurance program, the employment service program, the labor standards and compliance program, the workmen's compensation program, and the occupational safety and health program.

DEPARTMENT OF LIVESTOCK The purpose of the Department of Livestock is to exercise general supervision over the livestock industry and to protect livestock from theft and disease. Its functions are enforcement of livestock laws, including the registration of marks and brands; regulation of livestock markets; rabies control; predatory animal control; and dairy, egg and milk inspection, control, and regulation.



DEPARTMENT OF MILITARY AFFAIRS The purposes of the Department of Military Affairs are to provide for the maximum protection of life and property; minimize and aid in the recovery from injury and damage caused by a nuclear or natural disaster; and maintain order and assure continuity of state and local government.

The functions of the Department are the operation of trained and equipped National Guard and the supervision of the civil defense program.

DEPARTMENT OF REVENUE The purposes of the Department of Revenue are to administer the tax statutes of the state; regulate the state's liquor monopoly; and adjust and equalize the valuation of taxable property. The functions of the Department are the supervision of property tax collections by the counties, including the adjustment and equalization of the valuation of taxable property in the state; assessment of inter-county property; collection of personal income taxes, corporate license taxes, cigarette and tobacco taxes, motor fuel taxes, inheritance and estate taxes, and miscellaneous taxes and revenues.

DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES The purpose of the Department of Social and Rehabilitation Services is to provide supportive and rehabilitative services to persons who are unable to provide such services for themselves. The functions of the Department are the provision of economic assistance; social services to the blind and aged; and to veterans, and vocational rehabilitation services.

DEPARTMENT OF STATE LANDS The purpose of the Department of State Lands is the management of lands granted to the state by the federal government so as to achieve maximum sustained return to the trust. The functions of the Department include development of state land to increase its value; lease of state lands for grazing, agricultural, and mineral uses; the sale of state land and minerals when deemed advisable; and the administration of laws pertaining to mined-land reclamation.



EQUAL EMPLOYMENT OPPORTUNITY

Discrimination in employment based on race, creed, color, sex, national origin, age, or political affiliation is strictly prohibited by law. State law also prohibits discrimination on the basis of physical or mental handicaps. The State of Montana seeks to hire and train the best qualified person for each position. You are entitled to receive equal opportunities for employment, advancement, training or any other aspect of employment that affects you regardless of race, creed, color, sex, national origin, age, or political affiliation. Governor Thomas L. Judge has directed the Department of Administration to design an Equal Employment Opportunity Program for state government. The State is committed to the maximum utilization of human resources by an aggressive affirmative action plan. This state plan attempts to eliminate discrimination in personnel policies and procedures including job structuring, position classifying, hiring, firing, promotion and training of state employees.

SALARY AND BENEFITS

SALARY PAYMENT SCHEDULE The State of Montana pays employees every two weeks, with the exception of some University System employees who are paid monthly. Accompanying your paycheck will be a withholding stub indicating the number of hours worked, gross pay and other items that affect your salary. If you are paid bi-weekly, you will receive your check for the two week pay period one week after you earn it. This "hold back" period is provided mainly to permit the processing of the payroll and to minimize improper salary payments.

There are twenty-six bi-weekly pay periods in each year. Monthly standard deductions (insurance, credit union, savings bonds, etc.) are halved each month and deducted from twenty-four pay periods. During the year there are two bi-weekly pay periods free of deductions for insurance.

STATE AND FEDERAL WITHHOLDING TAXES This deduction is withheld from your salary by law to make it easier for you to meet your obligations to the government at tax time. Shortly after the end of the year, a W-2 Form will be sent to you totaling all of the taxes withheld from your salary during the past year. The amount withheld will depend on the number of dependents you claim at the time of your employment. Within certain limitations this number may be changed by you at any time.



SOCIAL SECURITY The State of Montana is presently required, in most cases, to deduct 5.85% of your gross pay, up to \$12,500, for federal old age insurance coverage. The State adds an equal amount to your Social Security account.

You may draw upon your Social Security account if you sustain a disabling injury or illness, as well as when you retire. Social Security also provides benefits to your survivors in the event of your death.

For detailed information on Social Security benefits, contact your local federal Social Security Office.

PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS) Membership in PERS is mandatory for all state employees except elected officials; employees not working the equivalent of at least sixty (60) working days in any fiscal year; persons directly appointed by the governor; persons who become new employees after their sixtieth birthday; and other exclusions as listed in R.C.M. Section 68-1602.

PERS benefits fall into the following categories: normal (service) retirement; disability retirement; death benefits; and refund of members contribution with interest.

An employee contribution rate of 5.75% of your gross salary is deducted from your paycheck. The employer contribution rate is 4.9% of your gross pay (5.2% of July 1, 1975).

If you terminate your employment before you are eligible for a retirement benefit, you may withdraw your employee contributions plus interest by making written application to the Public Employees' Retirement System. Application forms are available from your employer.

For detailed information, contact: Public Employees' Retirement System, 1712 9th Avenue, Helena, Montana, 59601, (406) 449-3154.

MEDICAL INSURANCE The State of Montana contributes \$10.00 a month towards the cost of a permanent employee's medical insurance coverage, if the employee wishes such coverage. An explanation sheet of the costs and coverages of the different plans are provided for you. If you did not receive this information, ask your supervisor to obtain it for you.

If the status of your position changes from temporary to permanent, you must be notified in writing of your eligibility for insurance coverage. This is to protect you and the agency for which you work from complications if you sustain a covered illness.

At present, the state is consolidating health care plans for all state employees. You will be notified of changes as they take place.

If you do not subscribe to an approved state insurance plan, no credit is given to you for the state's monthly contribution.



WORKMEN'S COMPENSATION AND UNEMPLOYMENT INSURANCE BENEFITS

All state employees are covered by Workmen's Compensation Insurance. If you are injured while on the job, Workmen's Compensation will provide you with an income to help sustain you while recuperating. An employee may elect to use accrued sick leave or to receive payments from Workmen's Compensation.

Presently, the employees at Boulder River School and Hospital, Warm Springs State Hospital, Galen State Hospital and the University System are the only state personnel covered by unemployment insurance benefits. Legislation passed by the 1973 legislature extended unemployment insurance coverage to all state employees.

Effective after December 31, 1974, state employees will begin to accrue wage credits which will later qualify them for unemployment insurance. For detailed information contact: Employment Security Division, Helena, Montana, (449-2622).

OVERTIME All eligible state employees except administrative, executive and professional employees are entitled to time and a half for hours worked in excess of forty (40) hours in any one work week. It is possible to receive more than time and a half. For example, unions are allowed to negotiate above this rate.

COMPENSATORY TIME, CALL-OUT AND STANDBY Policy concerning compensatory time, call-out and standby are regulated by union contracts, where they exist, and departmental policy. To check the policy in your department, see your department's personnel officer or your union representative.

HOLIDAYS State employees are entitled to the following holidays off with pay:

New Year's Day	January 1
Lincoln's Birthday	February 12
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	Fourth Monday in October
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

The only holiday not listed above is the day on which a statewide general election is held. This does not include primary elections or any elections other than a statewide general election.

If one of the above holidays falls on a Saturday, you will be granted the preceding Friday. If one of the above holidays falls on a Sunday, you will be granted the following Monday. Specific dates will be posted in this event, so check with your supervisor if you are not sure of the date.



CREDIT UNIONS Credit unions for state employees are located in over twenty Montana cities. Members may use a credit union to save money or to obtain loans. If you would like more information on credit unions, contact: Montana Credit Union League, 1236 Helena Avenue, Helena, Montana, 59601. (406) 442-9081.

CONDITIONS OF EMPLOYMENT

EMPLOYMENT PERIODS The employment periods have been defined by law as follows (R.C.M. 59-1007):

- A. **Permanent employee** Any employee who regularly works for more than six months in any twelve-month period (except in an agency under the jurisdiction of the Merit System where the probationary period for certain positions may be as long as twelve months).
- B. **Part-time employee** Any employee who normally works less than 40 hours a week.
- C. **Full-time employee** Any employee who normally works 40 hours a week.
- D. **Temporary employee** Any employee hired to fill a position created for a definite period of time, not to exceed six months, and not renewable.
- E. **Seasonal employee** Any employee hired to fill a position which, although temporary, regularly occurs from season to season or from year to year.

Attendance Working hours will depend on your position and on the agency for which you work. Specific times and days will be explained to you by your supervisor. Most state agencies operate from 8 a.m. to 5 p.m., Monday through Friday, with an hour provided for lunch.

If, for any reason, you will be late or unable to report to work, you should contact your supervisor as soon as possible before your shift begins.

Telephones, Equipment and Machines These tools are provided to make your job easier and are intended for business use only. Personal telephone calls should be kept to a minimum except, of course, in cases of emergency. Obtain instructions from your supervisor before attempting to operate a machine with which you are not familiar.



Safety and Accidents Safety is everyone's responsibility. If you see an unsafe condition or situation you should bring it to the attention of your supervisor or department head.

If you have an accident while on the job, notify your supervisor immediately. Be sure to fill out all the necessary forms so that both you and the state are protected. If you sustain an injury that requires hospitalization or recuperation at home, you are entitled to Workmen's Compensation as well as coverage for any medical bills incurred.

Auto Use and Travel Expenses Generally, the State provides reimbursement for expenses associated with traveling in an official state capacity. Either a state vehicle will be provided for your use or you will be paid a flat rate per mile for driving your own vehicle. The cost of public transportation (air, bus, train) is paid based on the applicable fare. Meals and lodging expenses are covered by a maximum per diem which is intended, but may not, cover all applicable expenses associated with travel.

Travel rules and regulations are far too detailed for complete presentation in this handbook. It is suggested that you contact your supervisor or refer to Montana Administrative Manual, Chapter 1-1000, prior to traveling, to become fully aware of your rights and limitations. The basic auto use-travel expense regulations are summarized below.

State owned vehicles are available in the Helena area for employee use while on state business. Although use of state owned vehicles is encouraged, it is permissible, upon approval, for employees to use their own vehicles. Use of your own vehicle will be reimbursed at the rate of 9¢ per mile. If the state or an agency motor pool does not have a vehicle for use or it is determined in the "best interest of the state" that you use your own vehicle, you will be reimbursed at the rate of 12¢ per mile. To claim the 12¢ rate, proper documentation must be obtained from the State Motor Pool and attached to your Travel Expense Voucher when claiming reimbursement.

Per diem rates are set by law. They are designed to reimburse you for your out-of-pocket costs for meals, lodging and associated miscellaneous expenses while traveling on state business. Rates are different depending on whether you travel in-state, out-of-state or in Washington, D.C. The method of computation depends on whether you travel less than 24 hours or more than 24 hours. The following schedule provides the rates most state employees are allowed:



Travel Time	In-State	Out-of-State	Wash. D.C.
Three or less hours.....	None	None	None
24 hours or less:			
Travel shift	\$1.50 \$2.00 \$3.50	\$1.50 \$2.00 \$3.50	\$1.50 \$2.00 \$3.50
Other than above (for each 6 hours or fraction thereof)	\$ 4.00	\$ 6.25	\$ 7.50
More than 24 hours:			
Each full calendar day.....	\$16.00	\$25.00	\$30.00
Partial days (for each 6 hour period or fraction thereof).....	\$ 4.00	\$ 6.25	\$ 7.50
Miscellaneous Expenses.....	Reasonable and Necessary		

Upon return from traveling, you are responsible for properly completing a Travel Expense Voucher (Form DA-101) to claim allowable reimbursement for travel expenses. After completing the form and signing it, the form should be given to your designated supervisor for review and approval. A state warrant (check) will be sent to you by the State Auditor's Office after the claim form submitted by your agency's accounting office has been processed.

Because it is considered unreasonable for an employee to travel on personal funds, advances for anticipated travel expense may be made. Travel advances are subject to departmental policy and your supervisor should be contacted concerning the proper procedures to follow in your agency.

State Library The Montana State Library provides materials and reference service to state employees as one of its functions. The library maintains a collection of 140,000 books in subject areas of interest to government employees. A trained reference librarian is available to assist in locating materials and to do necessary research.

A trained documents librarian is available to help with research. Both books and documents may be checked out by state employees.

Change of Address or Telephone Number Any changes in your address and/or telephone number should be reported to your supervisor immediately. In this way your personnel records and payroll records can be kept current.



PERSONNEL POLICIES

Personal Conduct As a state employee, it is important to remember that you represent your agency as well as the state in your relations with the public. It is important for you to be courteous, respectful, and cheerful whenever you deal with the public. Remember also that your co-workers deserve the same courtesy and respect you bestow on the general public. It has been found that most common reason for failure on the job is the inability to get along with fellow employees.

Code of Ethics As a state employee, you are prohibited from any activity that conflicts with carrying out your duties in the public interest. State employees may not use their positions to secure special privileges or exemptions. Conflict between public duty and private interests for members of the legislature and for all state employees is prohibited.

The 1972 Constitution requires the state legislature to enact a code of ethics law for state employees. When such a law is passed, you will be informed of its provisions.

Political Activity As a citizen of the United States you have the right to vote as you please; no employer can deny you this right or attempt to influence you. However, as a state employee you may not hold any partisan political office or participate in the management of a partisan political campaign.

The Hatch Act is a federal statute that prohibits any employee whose principal employment is in connection with an activity which is financed in whole or in part by federal funds from taking an active part in partisan politics.

A state statute (R.C.M. 94-1439) prohibits the holder of a public position or office, other than an elected office, to pay or contribute to, or to aid or promote the nomination or election of any other person to public office. The statute also provides that no person shall invite, demand, or accept payment or contributions from such holder of a public position or office for campaign purposes.

Classification The 1973 Legislative Session authorized the Department of Administration to develop a statewide classification plan (R.C.M. 59-903 through 59-914). This means that your duties and responsibilities will be assessed and then grouped (classified) with other positions in the state service that have similar duties and responsibilities (a class or skill level). As a result, all similar jobs will have the same job title, duties and salary. Keep in mind that classification considers positions, not people: Tasks change from classification to classification but the tasks in any one classification remain the same.



The Department of Administration also was given responsibility for the development of a wage and salary plan, which must be approved by the 1975 Legislature. The Department will be surveying state and local governments, the federal government, and private industry. The number and location of the agencies surveyed for each position will depend upon factors such as the recruitment area for that position. Upon approval of the salary plan, state employees will be more equitably compensated.

Unions and Employee Organizations During the 1973 Legislative Session, a bill authorizing collective bargaining for state employees was passed and signed into law by the Governor. Accordingly, it is now possible for employee organizations to negotiate with the state for the employees they represent. Within legislative limitation, salary, benefits, insurance and other factors its members deem important are negotiable.

State employees who are exempted from collective bargaining are elected officials, persons directly appointed by the Governor, supervisory employees and management officials or members of any board or commission who serve the state intermittently, professional instructors, teachers, school district clerks and school administrators and paraprofessional instructors employed by school boards and districts of this state, registered professional nurses performing service for health care facilities, professional engineers and engineers in training, and any individual whose work has ceased as a consequence of, or in connection with, any unfair labor practice or concerted employee action.

If eligible, you have the right to belong to any one of the organizations that represent employees in their relations with the state. Neither your agency nor the state can prohibit you from belonging to these groups, nor can they discriminate against you for belonging.

Union dues will be deducted from your paycheck when you join one of the employee organizations, if such is a term of the union contract.

Grievance Procedure Recent legislation created the Board of Personnel Appeals for the hearing of grievances from employees (R.C.M. 82A-1014). Any employee or employee's representative affected by the operation of this act is entitled to file a complaint with the Board and to be heard, under the provisions of a grievance procedure to be prescribed by the Board. The Board may instruct the department to take corrective action that may be necessary to resolve grievances that are found to be legitimate.



Merit System Over 1800 classified employees work in the seven agencies served by the Merit System. Except for a few exempt positions, all employees in the Department of Social and Rehabilitation Services; the Department of Health and Environmental Sciences; the Civil Defense Division of the Department of Military Affairs; the Employment Security Division and the Safety and Health Bureau of the Department of Labor and Industry; the Surplus Property Program of the Office of the Superintendent of Public Instruction; the Community Services Division and the Drug Abuse Program of the Department of Institutions; the Addictive Disease Program of the Governor's Office and the Merit System staff are under the Merit System. Each employee must have the education and experience required for the position and must have passed an examination. Prospective employees must rank among the three highest available examined to be considered for employment.

All Merit System probationary appointees work on a trial basis for a period ranging from six to eighteen months as predetermined for each class. Probationary appointments may be terminated at any time during the probationary period.

At the end of the probationary period, Merit System appointees are granted permanent status, providing that their performance has been satisfactory. Permanent status gives the employee all the rights, privileges and protections provided by the Merit System.

Resignation If you plan to resign from state service you should notify your immediate supervisor of your plans at least two weeks prior to the date you plan to leave. If possible, you should also notify your department's personnel officer or department head. Notification should be in writing and duplicated for your protection as well as your employer's. Consideration should be given to the reasons for your resignation as they may affect your eligibility for unemployment insurance coverage (after December 31, 1974).

Employee Training and Development To promote efficiency in government service by building and maintaining a force of skilled and efficient employees; to maintain the highest standards of performance; and to utilize the most modern practices and techniques in their duties, it is necessary and desirable in the public interest that training and development opportunities be extended to all state employees. The State Training and Development Program is not only designed to improve our work attitudes, habits, knowledge and skills to best qualify you for your current job, but also to provide the necessary knowledges and skills needed to meet the minimum qualifications for higher job classifications.



Basically, the State Training and Development Program sponsors the following types of training:

1. **Orientation Training** To familiarize new employees with their work assignments, introduce them to their staff, explain benefits and relate employees work to organizational goals and objectives.
2. **Job Training** To constantly increase the employee's abilities on the job and to develop their managerial and supervisory potential to prepare them for future job demands.
3. **Maintenance and Refresher Training** To provide refresher training to keep employees informed of new job methods.
4. **Career Development Training** To provide opportunities for self improvement and career development through training.

To find out more about the various types of training and career development opportunities available to state employees, contact the Department of Administration, Personnel Division, 449-3768.

LEAVES OF ABSENCE

Sick Leave Sick leave is defined as the necessary absence from duty caused by illness, injury, pregnancy, or pregnancy-related illness, exposure to contagious disease that requires quarantine, or the necessary absence from work to receive medical or dental examination or treatment. Before you can take sick leave, however, you must have been in the employ of the state for a period of ninety (90) days.

While sick leave is a legal entitlement, the abuse of sick leave is a serious offense which can result in dismissal.

Sick leave taken over a legal holiday shall not be charged against your sick leave account.

Sick Leave Accrual Rate Every eligible employee who works full time accrues sick leave at the rate of twelve working days per calendar year. Permanent part-time employees accrue prorated sick leave credits providing they work a regular schedule and work at least forty (40) hours in a bi-weekly pay period. As an employee of the state you may accumulate sick leave credits without limitation.



Long Illness A protracted illness which results in the exhaustion of your sick leave can be covered in two ways: you may take annual vacation leave; or you may apply for a leave without pay. Requests for leave without pay must be approved by your supervisor. Your agency is specifically prohibited from approving sick leave absence before sick leave credits are earned.

Family Sick Leave Family sick leave is the necessary absence due to an illness or death in your immediate family and is charged against accrued sick leave rather than vacation or leave without pay. In taking emergency sick leave, you are limited to five work days per calendar year for illness in the immediate family and five work days for each death in the immediate family. Your immediate family is defined as your spouse, the parents of either spouse, brothers, and sisters of either spouse, children, and the household dependents of either spouse. If you have questions on the use of family leave, contact your supervisor.

Lump Sum Payment of Sick Leave Upon Termination At the time of termination, or retirement, you are entitled to cash payment equal to one-fourth of the pay attributed to unused sick leave which you accrued after July 1, 1971. The payment is computed on the basis of your salary rate at the time the sick leave was actually earned. You must have been in the employ of the State for at least ninety (90) days to collect the lump sum payment.

If you transfer between state agencies, you are not entitled to the lump sum payment for accrued sick leave credits. In such a transfer, the receiving agency shall assume the liability for the accrued sick leave credits after July 1, 1971. Sick leave credits earned before that date cannot be transferred.

Annual Vacation Leave Annual vacation leave with pay is a legal entitlement of each full-time and permanent part-time employee of the State of Montana.

As a new state employee, you may not take annual vacation leave until you have been employed by the state for a period of one year, even though you have legally accumulated leave credits.

To apply for a leave, complete the standard State of Montana form "Request for Leave of Absence" and submit it to your immediate supervisor. Generally, your time preference will be considered, but sometimes unusually heavy work loads in your agency will make it impossible to approve your leave request for the specific time requested.



Annual Leave Accrual Rates The periods of employment and the corresponding rates of annual leave accrual are shown below:

Employees having from one full pay period of employment through ten years of employment accrue leave at the rate of fifteen working days per year of service.

Employees having over ten years of employment through fifteen years of employment accrue leave at the rate of eighteen working days per year of service.

Employees having over fifteen years of employment through twenty years of employment accrue leave at the rate of twenty-one working days per year of service.

Employees having over twenty years of employment accrue leave at the rate of twenty-four days per year of service.

By law, you are permitted to accrue a total not to exceed two times the maximum number of days earnable annually as of the last day of the calendar year. Any accumulation of annual vacation leave in excess of this total as of the last day of each calendar year cannot be carried over to the new year.

If you are a permanent part-time employee, and normally work a minimum of forty hours in a bi-weekly pay period, you will accumulate annual vacation leave, prorated according to the number of hours worked.

If your annual vacation leave extends over a legal holiday, you will not be charged annual vacation leave for that day.

Lump Sum Payment of Annual Leave Upon Termination If you terminate your employment with the state, you are entitled to cash compensation for the unused annual vacation leave that you have accrued. You must, however, have been in the employ of the state for at least twelve months to be eligible for this cash compensation. Cash compensation for unused annual vacation leave shall be at your present rate of pay, not including overtime.

If you transfer from one state agency to another your accrued vacation leave credits will be transferred with you and the receiving agency assumes the liability for the accrued vacation credits. Transfer is defined by law as a change of employment from one agency to another agency in the same jurisdiction without a break in service of five working days beyond projection of payout for vacation leave.



Maternity Leave Sick leave may be charged for absences due to pregnancy, including childbirth, miscarriage, abortion and reasonable pre-natal and post-natal care, if the conditions associated with the pregnancy make effective performance on the job impossible. Leave of absence without pay can also be granted for pregnancy. When you are ready to return to work, within a reasonable amount of time, your position or an equivalent one must be available to you.

Jury Duty Statutes provide that an employee of the state who is properly summoned has the option of taking leave with pay and giving jury fees earned (excluding expenses) to the state, or taking vacation leave or leave without pay and keeping the jury duty fee. The law allows an employee to appear in court as a witness with no loss in salary under certain provisions. If you find yourself in either of the above situations, ask your supervisor for specific instructions so that you understand what steps must be taken.

Military Leave Statutes (R.C.M. 77-157) state that any person who is a member of the organized National Guard of the State of Montana or who is a member of the organized or unorganized reserve corps of forces of the United States Army, Navy, Marine Corps, or Coast Guard, which now exist or may be created at any time in the future by proper authority, and who is an appointee of or employee of the State of Montana, or any of its departments, or any county or city within the State, and who has been such appointee or employee for a period of six months, shall be given leave of absence with pay for a period of time not to exceed fifteen working days in any calendar year for attending regular encampments, training cruises and similar training programs authorized by the Secretary of Defense of the United States for the Montana National Guard or by the proper legal authority in charge of the reserve corps, or forces of the United States army, navy, marine corps, or coast guard while in attendance at such annual encampment, training cruise, and similar training program, or without the time being charged against him or his annual vacation.

Reinstatement to State Service After Military Duty State statute provides for the reinstatement of a permanent employee ordered to active duty, providing the employee applies for employment within forty days after discharge. You will be reinstated at the same seniority, status and pay you received before induction.

Unauthorized Leave Of Absence An unauthorized leave of absence occurs when an employee is absent from an assigned place of work or duty, or fails to report for work as scheduled without authority.

Leave Without Pay At present there is no personnel policy or state statute regulating leaves of absence without pay. Before taking any such leave, check your department's policy concerning leave without pay.





